Service Coordination Board Meeting Summary

Date: 2 May 2012

Members in attendance:

	Member	In Attendance
AES	Patric Den Hartog*	√
	John Maclean	√
	Geoff Pile*	√
ASD	Michael Borland	√
	Ali Nassiri	
XSD	Mark Beno	√
	Chris Jacobsen	√
Upgrade Project	Tom Fornek	√
	Mohan Ramanathan	

* Den Hartog standing in for Pile as an AES ADD during Pile's assignment to the APS Upgrade Project

Secretary: Steve Davey

Agenda

- Update on XSD/AES meetings to review effort estimates.
- Update status on AES resources to support the XSD and ASD high priority projects.

Summary of new action Items:

1. Action Item: Board members to review needs for day-to-day support and the proposed structure of dedicated support teams - for discussion at the next meeting.

2. Action Item – Board members to review proposals currently in the Project Proposal system (https://beam.aps.anl.gov/apps/bps/bpslogin.html).

3. Action Items (Davey):
   - Post Service Coordination Board link on the Project Proposal system page
   - Update rankings to priority scale (i.e., 1 = highest priority to 10= lowest priority)
   - Ensure the divisional representatives have editing permissions for the project proposal system
   - Change status of high priority projects to *Provisionally Approved*

Action Items from 18 April meeting and status:
1. Provide Expanded Descriptions of XSD's proposals to: 1) complete the installation of 2nd 8-ID undulator and 2) complete IEX (Jacobsen) - open

2. Do reality check on high-priority projects' effort estimates and update proposals as needed (Jacobsen) – in progress
3. Provide soft copies of ASD extended descriptions for ASD's high-priority proposals (Borland) – scanned and uploaded into ICMS - done
4. AES will evaluate the high-priority proposals and will come back with an implementation plan (Pile) – in progress

Summary

Project Proposals

XSD and ASD previously identified high-priority projects and submitted expanded descriptions of each. Meetings are to start on 3 May between the XSD proposing groups and AES to 1) define/clarify the scope and 2) in consultation with the AES groups providing the effort, establish effort estimates. XSD participants are to 1) present the plans/scope of the proposal and 2) chair the meetings. Pile requested that Jacobsen or Beno be present at the meetings.

The Board gave "provisional approval" to the eight high-priority projects. (Per the Board's charter (APS_1429146) proposal review process (APS_1419834), with provisional approval the proposal will go to the groups providing the services and verify that the resources are available and can be committed to the project. If the resources are available, the Board recommends that the project be approved and with Division Director/ALD concurrence the work on the project can proceed.)

Rating scale to become a priority scale (i.e., 1 = highest priority to 10 = lowest priority).

Action Item – Review what proposals are in the Project Proposal system (https://beam.aps.anl.gov/apps/bps/bpslogin.html).

Action Items (Davey):

- Post Service Coordination Board link on the Project Proposal system page
- Update rankings to priority scale (i.e., 1 = highest priority to 10 = lowest priority)
- Ensure the divisional representatives have editing permissions for the project proposal system
- Change status of high priority projects to *Provisionally Approved*

Support of Day-to-Day Activities

Pile: Need to consider day-to-day activities and how to get feedback on the work.

Borland: Consider quarterly proposals from the divisions and include effort hours.

The role of the proposed dedicated support teams to provide for day-to-day support is to be reviewed by the Board members for discussion at the next meeting. The support teams will need to have defined lists of tasks, and a process for getting feedback from the groups served will need to be developed.

Action Item: Board members to review needs for day-to-day support and the structure of support teams for discussion at the next meeting.

Beno: 17BM is expecting BCDA support as it transitions to XSD. A Project Proposal is to be developed.

Title	Status*	Proposal No.	Description	BCDA (hrs)	Controls (hrs)	DD (hrs)	IT (hrs)	MED (hrs)	MOM (hrs)	Site Ops (hrs)	S&A (hrs)	ASD
ASD - Complete Design & Controls for Hard X-ray BPM	PA	595	(APS 1429371)			160		80			40	
ASD - Installation & Power Supply Controls for IEX Undulator	PA	893	(APS 1429372)		192	40			48		16	
ASD - Relocation of Sector 35 Diagnostics Equipment	PA	894	(APS 1429373)		360	320	20	240	40		8	
ASD - SCU0 Installation (608)	PA	608	(APS 1429374)		1152	40		480	320	160	160	
XSD - 32-ID-C TXM Upgrade (481, 515)	PA	481, 515	(APS 1429253)			612		350				
XSD - Reconfiguring of 1-BM	PA	484	(APS 1429370)	40				200	80			
XSD - Installation of 2nd 8-ID Undulator (494),	PA	494	(APS 1429451)			0		0				x
XSD -Complete IEX (485)	PA	485	(APS 1429453)			400		228				
Total Requested Hours				40	1704	1572	20	1578	488	160	224	

* PA = Provisionally Approved

A = Approved

Hours in light gray indicate estimates made by AES